



STATE OF COLORADO

CLASS SERIES DESCRIPTION

September 1, 1998

CHAPLAIN

H6I1XX TO H6I3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Professional Services Occupational Group and describes the delivery of various religious (pastoral) services to inmates, hospital patients (clients), and their families at a state institution. Work involves providing inmates, clients, and their families, of all faiths and beliefs, forms of worship or religious services, religious education, and counseling which aids them in coping with their problems and rehabilitating their lives, both during confinement and after release. Positions in this class series also educate and train chaplain interns. Positions in this class series apply the principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care in providing for religious care services, educating and training interns, and supervising and managing religious programs for a state institution.

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CHAPLAIN I

H6I1XX

CONCEPT OF CLASS

This class describes the fully-operational chaplain. Positions at this level apply established principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care to deliver various religious care services to inmates, clients, and their families of various religious groups at a state institution. Work involves providing religious counseling, conducting religious services, organizing religious activities, and ensuring religious rights are provided to inmates and clients. Work at a facility is carried out in a manner that meets the accrediting standards of the American Correctional Association for religious programs in order to minimize the state's risk of violating constitutional religious rights.

CLASS SERIES DESCRIPTION (Cont'd.)

CHAPLAIN

September 1, 1998

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making --The decisions regularly made are at the operational level, as described here. Within limits set by religious services programs, choices involve deciding what operation is required to carry out the processes. This includes determining how religious services will be provided. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action for the delivery of religious care services on an individual basis. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, a position determines the best course of action to provide religious care services to inmates or clients based on the assessment and evaluation of their religious needs.

Complexity --The nature of, and need for, analysis and judgment is patterned, as described here. Positions study and evaluate inmate and client religious needs to determine what it means and how it fits together in order to get practical solutions in the form of a religious and spiritual plan for inmates or clients. Guidelines in the form of established principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care and agency operational procedures, statutes, national association standards, and religious denominational standards exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying religious care circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the religious care needs of the individual situation. For example, a position determines how to deliver religious care services by assessing and evaluating inmate and client needs and applying established principles, practices, standards, techniques, theories, and concepts of theology, religious counseling, and pastoral care and agency operational procedures, statutes, national association standards, and religious denominational standards.

Purpose of Contact --Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken by inmates and clients to resolve complaints or problems and influence or correct actions and behaviors. For example, a position counsels inmates and clients on religious and spiritual care needs and advises and counsels clients on their individual spiritual plans.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

CLASS SERIES DESCRIPTION (Cont'd.)

CHAPLAIN

September 1, 1998

CHAPLAIN II

H612XX

CONCEPT OF CLASS

This class describes the work leader level. In addition to work described in the Chaplain I level, positions at this class are responsible for overseeing chaplain interns or activities of a volunteer religious care services program at a state institution which entails developing religious services, determining volunteer staffing needs, recruiting and training volunteers who serve in various work units throughout an institution, and terminating or reassigning volunteers. The Chaplain II differs from the Chaplain I on the Line/Staff Authority factor only.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by religious services programs, choices involve deciding what operation is required to carry out the processes. This includes determining how the religious services will be provided. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action for the delivery of religious care services on an individual basis. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, a position determines the best course of action to provide religious care services to inmates or clients based on the assessment and evaluation of their religious needs; or, a position develops practical procedures or steps to recruit, evaluate, and terminate or reassign volunteers in order to maintain adequate staffing of volunteer programs.

Complexity --The nature of, and need for, analysis and judgment is patterned, as described here. Positions study and evaluate inmate and client religious needs to determine what it means and how it fits together in order to get practical solutions in the form of a religious and spiritual plan for inmates or clients. Guidelines in the form of established principles, practices, standards, techniques, theories, and concepts of theology, ministering religious services, religious counseling, and pastoral care and agency operational procedures, statutes, national association standards and religious denominational standards exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying religious care circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on religious care needs of the individual situation. For example, a position determines the course of action to deliver religious care services by assessing and evaluating inmate and client needs and applying established principles, practices, standards, techniques, theories, and concepts of theology, religious counseling, and pastoral care and agency operational procedures, statutes, national association standards, and religious denominational standards.

Purpose of Contact --Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken by inmates and clients to resolve complaints or problems and influence or correct actions and behaviors.

CLASS SERIES DESCRIPTION (Cont'd.)

CHAPLAIN

September 1, 1998

For example, a position counsels inmates and clients on religious and spiritual care needs and advises and counsels clients on their individual spiritual plans.

Line/Staff Authority --The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

CHAPLAIN III

H6I3XX

CONCEPT OF CLASS

This class describes the third level of chaplain work. Positions in this level oversee the operation of a religious services program at a state institution which includes planning, developing, and implementing such activities as direct ministry services, religious counseling, worship services, and chaplain intern training. The Chaplain III differs from the Chaplain II on Decision Making, Complexity, and Purpose of Contact.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making --The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and religious services program objectives and regulations established by a higher management level, choices involve determining the processes, including designing the set of operations to be followed by others to provide religious services at a state institution. The general pattern, program, or system exists but must be individualized in order to plan and ensure the delivery of various religious services or an accredited pastoral training program. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents pertaining to theology, ministering religious services, religious counseling, and pastoral care and agency operational procedures, statutes, national association and religious denominational standards in order to determine their relationship to the problem. For example, a position plans, develops, and determines sets of procedures or operations for chaplains and others to follow and carry out in order to oversee the religious services program for an institution. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

CLASS SERIES DESCRIPTION (Cont'd.)

CHAPLAIN

September 1, 1998

Complexity --The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theology, religious counseling, and pastoral care theories, concepts, principles and practices in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific religious services program practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theology, religious counseling, and pastoral care theories, concepts, and principles and agency operational procedures, statutes, national association and religious denominational standards, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular religious services program circumstances and to deal with emergencies. For example, a position evaluates the relevance of existing concepts, theories, practices, and models pertaining to institutional religious services program activities to develop specific religious service plans or processes for an institution.

Purpose of Contact --Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of clarifying underlying rationale, intent, and motive by educating institution staff on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, a position clarifies to clinical staff the intents of religious services programs and plans in order to promote their understanding and include the religious viewpoint and aspect as part of the total treatment plan for a client or inmate.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Revised 9/1/98 (CVC). Changed class codes due to PS Consolidation study.

Effective 4/1/97 (CVC). Chaplain Intern, H3C1IX, abolished in annual elimination of vacant classes. Published proposed 3/21/97.

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Effective 9/1/93 (CVC). Job Evaluation System Revision project. Published as proposed 06/1/93.

Revised 10/1/87. Nature of work, some examples of work, knowledges, skills and abilities, education and experience, necessary special requirements for A8471X Chaplain I-A and A8472X Chaplain I-B.

Created 1/1/75. A8471X Chaplain I-A, A8472X Chaplain I-B and A8473X Chaplain II.

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Chaplain I	Operational	Patterned	Advise	Indiv. Contributor
Chaplain II	Operational	Patterned	Advise	Work Leader
Chaplain III	Process	Formulative	Clarify	Work Leader

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services